



BEVERAGE MANUFACTURER/DISTRIBUTOR WEB PORTAL ACCESS REQUEST FORM



General Instructions for completing the Portal Access Request Form:

- Please complete ***one form per employee*** you are requesting to have access to the DORIIS website.
- Form must be signed by both the Authorized Person and the Responsible Party.
- Make and retain a copy for your records.
- **Mail the completed original form to DOR:**
Department of Conservation, Division of Recycling
Participant Management Branch
801 K Street, MS 14-35
Sacramento, CA 95814-3533

ITEM 1: Employee Information

Name: Enter the last name and first name of the employee for whom you are requesting access.

Email Address: Enter the email address of the employee.

Company Name: Enter the company name.

Company Address: Enter the Street, City and Zip of location where employee conducts business activities.

Work Phone/Cell Phone: Enter work and cell phone number if available.

ITEM 2: Submit Reports for Account (s)

Registration ID: Enter registration ID for each account you would like to grant the employee the ability to prepare Beverage Manufacturer or Distributor Reports and make payments.

ITEM 3: Declaration & Signatures

Authorized Person: Signature, printed name and date of the employee for whom this Portal Access Request Form is being completed.

Responsible Party: Signature, printed name, and title of certificate holder, registrant, officer, director, managing employee, primary contact, or other person in authority.



BEVERAGE MANUFACTURER/DISTRIBUTOR WEB PORTAL ACCESS REQUEST FORM



DORIIS Access Terms and Conditions of Use

To obtain access to the DORIIS portal you must agree to the following terms and conditions:

The Department of Conservation, Division of Recycling (Division) web portal (DORIIS) and computer systems are for legal and authorized use only. Unauthorized access, attempted access, or use of this system is a violation of Section 502 of the California Penal Code and/or other applicable state and federal laws, and may be subject to prosecution. Individuals using this system without authority, or in excess of their authority, are subject to having their activities on the site monitored and recorded beyond routine levels.

When you log into our secure services on DORIIS, you are acknowledging that you have read, understand and accept our Conditions of Use and Privacy Policy, and that you are an authorized user of the account services. When accessing the system, you agree to use only your own username and password.

You are responsible for protecting the confidentiality and use of your password. You are responsible for all access to, use of, and information entered into the DORIIS web portal under your account, and any information so received by the Division will be deemed to have been received from you. You agree to immediately notify the Division, and to cooperate with the Division in addressing, (1) any loss or theft of your password or (2) any unauthorized use of your password or the DORIIS portal.

The Division has no obligation or liability resulting from any cause beyond its reasonable control, including but not limited to: failure of electronic or mechanical equipment or communication lines; failure or unavailability of Internet access; or unauthorized access, theft, or operator errors. The Division is not responsible for any damage to your computer, software, modem, telephone or other property resulting from your use of the DORIIS portal. A responsible party shall immediately notify the Division to remove an authorized person's password from the account when the person's access to the DORIIS portal is to be terminated.

If there is a conflict between the information provided on the Division's web portal and the California Beverage Container Recycling and Litter Reduction Act, any decisions by the Division will be based on the law and not the information on the web portal.

